



State of Washington
Business Licensing Service
PO Box 9034
Olympia WA 98507-9034
1-800-451-7985

City Business License Addendum Instructions

Instructions:

1. Complete Side A (page 2) of the addendum to apply for a city license where your business is physically located inside city limits (resident).
2. Complete Side B (page 3) of the addendum to apply for licenses with other cities to which you will travel to conduct business (non-resident).
3. In Section 2 of the Business License Application, write the city name and fee for each city you indicated on Side A and Side B of the addendum.
4. Complete a separate Business License Application and City Addendum form for each **physical** business location.

Please Note:

- City licenses must be approved by the city before business may begin. City Land Use, Building and Fire codes and ordinances may be applicable. Contact each city directly for more information.
- You must apply for business licensure directly with cities not listed on this form. Contact the Business Licensing Service regarding City of Richland business information.
- Businesses located **outside** the Cities of Bonney Lake, Millwood, Monroe and Pullman are not required to be licensed by the city.

Use the city names and fees below to complete Side A and Side B of the
City Business License Addendum on page 2 and 3 of this form.

Anacortes	\$30	Marysville	\$50
Bellevue	\$80	Millwood (located inside city limits only)	\$5
Blaine	\$65	Milton	\$88
Bonney Lake (located inside city limits only)	\$60	Monroe (located inside city limits only)	\$50
Buckley	\$75	Newcastle	\$31
Clyde Hill	\$25	Olympia	\$80
Connell	\$30	Port Orchard	\$35
Covington	\$39	Port Townsend	\$28
DuPont	\$50	Prosser	\$50
Duvall	\$55	Pullman (located inside city limits only)	\$20
Eatonville	\$50	Ruston	\$40
Edgewood	\$35	Sammamish	\$15
Fircrest	\$65	Selah	\$25
Gig Harbor	\$30	Sequim	\$50
Granite Falls	\$45	Shoreline	\$40
Ilwaco	\$125	Skykomish	\$50
Issaquah	\$60	Spokane Valley	\$13
Lake Stevens	\$40	Stanwood	\$35
Leavenworth	\$115	Sultan	\$75
Liberty Lake	\$26	Sumner	\$40
Long Beach	\$125	Tumwater	\$50
Longview	\$50	University Place	\$50

If the city you are looking for is not listed above, you must contact that particular city directly for licensing information.



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UBI
Owner name

City Business License Addendum

Side A: For a business physically located inside city limits (resident)

This form must be submitted with a completed Business License Application and required fees.

Refer to the instructions and list of cities on page 1 of this form.

A Complete this section for a city license if your business is physically located inside city limits.

1. From the city names and fees listed on page 1 of this form, indicate the city where your business is physically located and the associated fee amount:

City name	Fee amount \$
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2. First date of business in the city indicated: _____

3. Have you ever held a business license in the city you indicated above? ☐ Yes ☐ No

If yes, note the city license number of your previous business (if known): _____

4. Will you use or store any hazardous or flammable materials at this location? ☐ Yes ☐ No

5. Are you conducting the business from a residence? ☐ Yes ☐ No

If yes, will business customers be visiting the residence? ☐ Yes ☐ No

Some cities have special home occupation regulations, please contact the city for more information.

6. Square feet of floor space utilized by your business at this location: _____

7. Give the name and phone number of two after-hours Emergency Contact persons for this business location:

Name	Phone number ()
Name	Phone number ()

8. Are you applying as a nonprofit organization? ☐ Yes ☐ No

If yes, attach a copy of your IRS tax exemption certificate issued under section 501(c) of the IRS code.

9. Are you a general or specialty construction contractor? ☐ Yes ☐ No

If yes, provide the Dept. of Labor & Industries registration number (if known): _____

10. Mark any of the following activities that will be conducted at or from this business location:

- | | | |
|---|--|---|
| <input type="checkbox"/> Sexually Oriented Business | <input type="checkbox"/> Charging Admission | <input type="checkbox"/> Amusement Devices / Arcades |
| <input type="checkbox"/> Adult Entertainment | <input type="checkbox"/> Taxi or For Hire Service / Dispatch | <input type="checkbox"/> Ambulance Service / Dispatch |
| <input type="checkbox"/> Gambling | <input type="checkbox"/> Utility (telephone/cellular/ISP, cable, gas, electric, garbage) | |

Note: In Section 2 of the Business License Application, write the city name and fee indicated above.



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Side B: For a business physically located outside city limits (non-resident)

This form must be submitted with a completed Business License Application and required fees.
Refer to the instructions and list of cities on page 1 of this form.

B Complete this section for city licenses if there is no physical location inside the city limits.

1. From the cities and fees shown on page 1, list all the cities where you will travel into to conduct business.

City name	First date of business	Previous city license number (if known)	Fee amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total amount due for non-resident cities			\$

2. Are you applying for your business as a nonprofit organization? ☐ Yes ☐ No
If yes, attach a copy of your IRS tax exemption certificate issued under section 501(c) of the IRS code.
3. Are you a general or specialty construction contractor? ☐ Yes ☐ No
If yes, provide the Dept. of Labor & Industries registration number (if known): _____
4. Do you provide utility service (telephone/cellular/ISP, cable, gas, electric, garbage)? ☐ Yes ☐ No

Note: In Section 2 of the Business License Application, write the city name and fee indicated above.